

ADMINISTRATIVE - INTERNAL USE ONLY

24 December 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Director of Information Services

SUBJECT: OIS Weekly Report (18 - 23 December 1986)

1. The Chief, Information Resources Management Division (IRMD) and the Chief, Electronic Information Control Branch, IRMD, attended the first meeting of the Electronic Information Control Task Force. The task force, which is composed of personnel from each directorate and the DCI Area, will provide the Deputy Director for Administration with recommendations on procedures for identifying temporary and permanent records created by computer systems and for scheduling and disposing of such records.

2. The backlog of initial FOIA/PA requests continues to decrease and stands at 1176. This compares with 1674 one year ago and 2949 two years ago. Among the FOIA requests received this week was one from a

[Redacted]

[Redacted]

Attachment

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24 December 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (17-23 December 1986)

	<u>17-23 Dec 1986</u>	<u>1986 Weekly Average</u>
1. <u>The Week in Review</u>		
a. New cases	53	60.9
b. Cases closed	63	70.1
c. New appeals logged	1	3.0
d. Appeals closed	2	3.4
e. Manpower (man-weeks)	83.5	93.4
2. <u>Current Backlogs</u>		
a. Initial requests - 1176		
b. Requests in administrative appeal - 167		
c. Requests in litigation - 48		

3. Spotlighted Requests

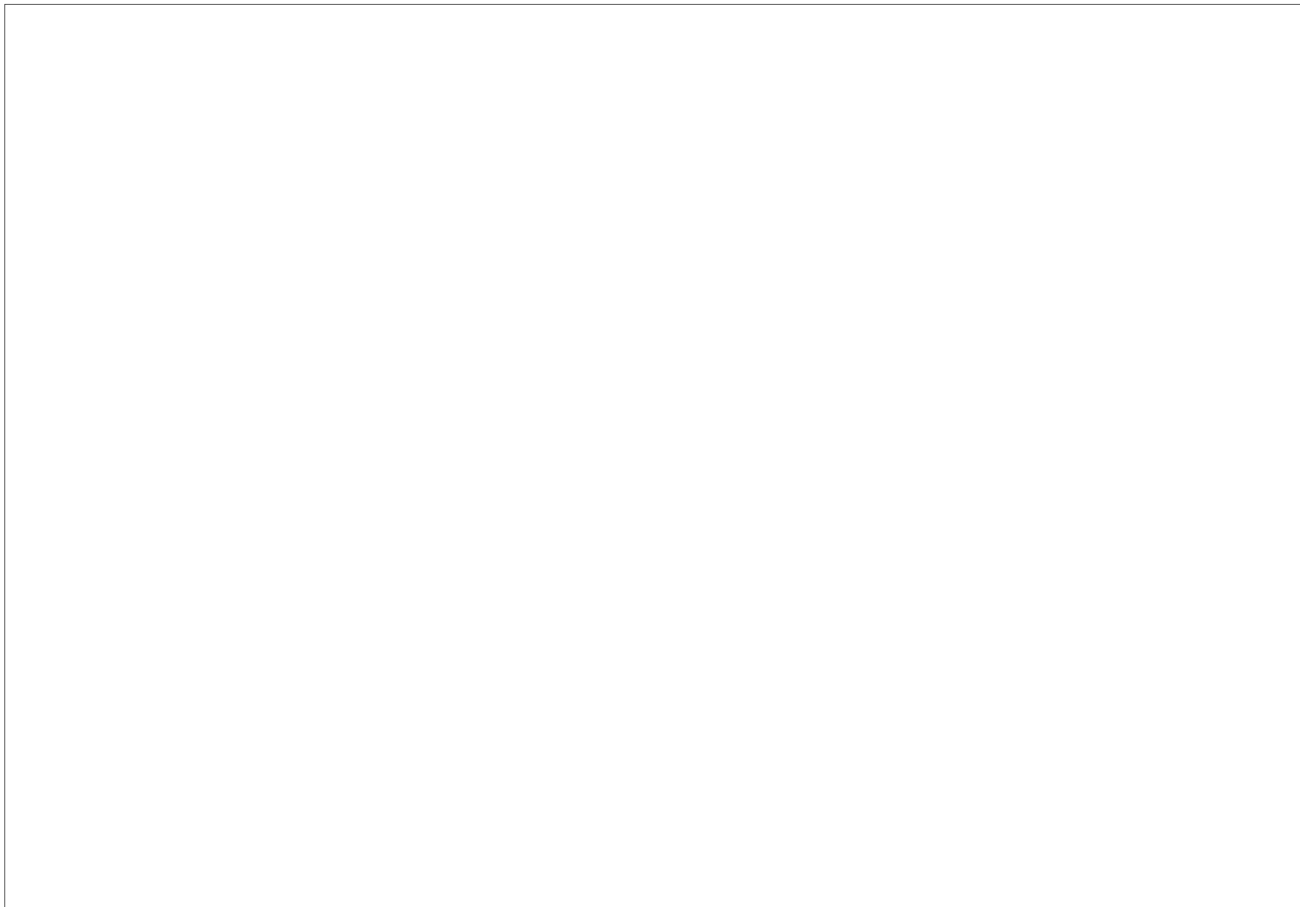
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5. Special Item of Interest

The list of conferees, agenda, administrative notes, and map with appropriate directions were provided to the attendees of the upcoming Eighth FOIA/PA Symposium which is being held on 7 and 8 January 1987.

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HGH/FBR:krc [] (24 December 1986) (FINAL)

Distribution:

Orig - Adse

- 1 - DCI/DDCI/Executive Director
- 1 - DCI History Staff
- 1 - DDI
- 1 - DDO
- 1 - DDS&T
- 5 - OIS
- 1 - C/PAO
- 1 - Comptroller
- 1 - IG
- 1 - OGC
- 1 - OCA
- 1 - OP
- 1 - OL
- 1 - C/IMS []
- 1 - DDO/IRO []
- 25 - DDO/IMS, []
- 1 - DDI/IRO
- 1 - DDA/IRO
- 1 - IC/IRO
- 1 - OIS/LA
- 1 - IRG/OS
- 1 - IPD Subject
- 1 - IPD Chrono
- 1 - IPD Reading Board
- 1 - HGH
- 1 - LSS

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23 December 1986

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 16 December - 23 December 1986

There were no significant developments in CRD this week.


C/CRD

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22 December 1986

MEMORANDUM FOR: Director of Information Services

FROM:

[REDACTED]
Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (17 - 23 December 1986)

SIGNIFICANT ITEMS/EVENTS

1. Electronic Information Control Task Force. Chief, Information Resources Management Division (IRMD) and Chief, Electronic Information Control Branch/IRMD attended the first meeting of the Electronic Information Control Task Force on the 17 December. The task force is comprised of Agency personnel from each directorate and the DCI Area. The task force is to provide the Deputy Director for Administration, (DDA), recommendations on policy and procedures to properly identify the types of records, i.e., temporary or permanent, being created by existing and future Agency computer systems, and the process for scheduling, archiving, and disposing of electronic records.

2. On 15 December, [REDACTED] met with four representatives of Printing and Publication Division of the Office of Logistics. The purpose of the meeting was to begin exploring ways to better serve Agency micrographic needs. Wednesday has been set aside on a continuing basis for these meetings.

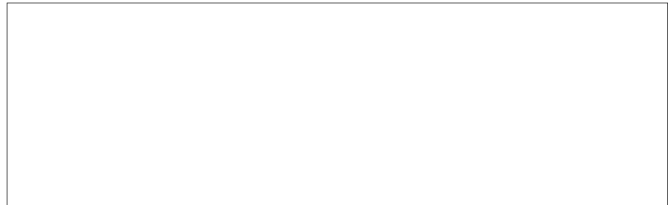
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3. Records Center personnel performed the following activities during the week:

RAMS:	Made 22 additions, 70 deletions and 15 changes.
ARCINS:	Jobs received/edited: 10. Jobs keyed: 17 consisting of 1,665 entries.
Accessions:	Received 22 jobs totalling 132 cubic feet.
References:	Serviced 1,301 requests for records (33 were special project requests).
Special Run:	One to DDO.

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23 December 1986

MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Regulatory Policy Division, OIS

SUBJECT:

Regulatory Policy Division Activities

17 December - 23 December 1986

1. RPD is currently processing 137 jobs, an increase of seven over last week. There are no significant activities to report.

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